National Endowment for The Arts

Museum Program Guidelines

Fiscal Year 1974

National Council on The Arts

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MUSEUM PROGRAM GUIDELINES FY 74

GENERAL INFORMATION 1

JULY 2, 1973 DEADLINE
- Aid to Special Exhibitions 10
- Utilization of Museum Collections 12
- Catalogue 14

AUGUST 31, 1973 DEADLINE
- Visiting Specialists 16
- Fellowships for Museum Professionals 18
- Museum Training 20

OCTOBER 1, 1973 DEADLINE
- Conservation 21
- Renovation (Climate Control, Security, Storage) 23
- Wider Availability of Museums 25

FEBRUARY 4, 1974 DEADLINE
- Museum Purchase Plan 27

SUPPLEMENTARY INFORMATION SHEETS
- Aid to Special Exhibitions 29
- Utilization of Museum Collections 33
- Visiting Specialists 35
- Regional Conservation Centers 37
- Conservation of Collections 39
- Museum Purchase Plan 41

The Museum Program in the National Endowment for the Arts offers a number of programs designed to:

1. assist American museums in meeting the increased demands for their services by support of special exhibitions, of installation of the permanent collection (or its parts), of catalogues or cataloguing and in making the museum more accessible to its public;

2. assist in the training and preparation of the professional staff needed by museums to operate most efficiently and to serve in the best manner possible the needs of their public through support of training in museums and universities and through support of short leave programs for museum professionals;

3. assist museums in preserving the collections entrusted to their care through support of the installation of climate control, burglary and fire systems, through the training of conservators and through programs of aid in conserving individual objects; and

4. support museums and artists through purchase awards to museums for the acquisition of works of art by living American artists.

The Endowment will consider proposals from museums or organizations serving museums for specific projects which do not fit into any one or a combination of the programs listed.

Applications will not be accepted for operating expenses, construction or the funding of new museums. All such applications will be returned.

GENERAL INFORMATION

Bicentennial Projects

The Endowment recognizes that the arts will play an important role in the next few years in the celebration of our country's Bicentennial. The Endowment welcomes this involvement on the part of artists and cultural organizations. The Endowment has an active interest in participating in these efforts, within funds available to it, and insofar as they are directed to professional creation and presentation of new works, improvement of artistic standards, preservation of our cultural heritage, and increasing the availability of the arts for all Americans. If funds under these guidelines are sought for projects deemed by the applicant to be related to the Bicentennial, a brief description of this relationship should be made in the application.

Applicants for Bicentennial projects should observe the deadlines listed for the appropriate programs, e.g. Aid to Special Exhibitions, Renovation (Climate Control, Security, Storage), Conservation, Wider Availability of Museums, Catalogue, etc.

Other Federal Programs for Museums

National Endowment for the Humanities
Division of Public Programs
Museum Program
806 15th Street, N. W.
Washington, D. C. 20506

National Museum Programs
Smithsonian Institution
Washington, D. C. 20560

National Science Foundation
Washington, D.C. 20550

Eligibility

1. By statute, the Endowment is limited to making grants to organizations only if no part of their net earnings inures to the benefit of a private stockholder or an individual and provided donations to such organizations are allowable as charitable contributions under Section 170 (c) of the Internal Revenue Code of 1954, as amended. Individuals excepted, ALL APPLICANTS ARE REQUIRED TO SUBMIT A COPY OF THEIR INTERNAL REVENUE SERVICE TAX EXEMPTION DETERMINATION LETTER WITH EACH APPLICATION.

2. Museums, organizations serving museums, organizations providing museum functions, and currently employed museum professionals are eligible to apply. Aid for other organizations may be available in the Visual Arts or Expansion Arts Programs of the Endowment.

3. In general, the Endowment accepts the definition of museums developed by the American Association of Museums: "...a non-profit institution essentially educational or esthetic in purpose with professional staff, which owns and utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule." However, accreditation by the American Association of Museums is not a prerequisite for eligibility.

4. Although there are no restrictions on the number of applications submitted by each museum, the limited funds available to the Endowment make it unlikely that more than one project can receive support under any one category or sub-category.

5. In general, to be eligible for consideration, projects should be of national or regional impact and should have aesthetic and cultural significance.

Method of Funding

1. Program Funds Method. Generally, grants to museums will be made on at least a dollar-for-dollar matching basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on the application (Project Grant Application/NEA-3 Rev.) that at least one-half of the total cost of the project will be provided by the applicant. Anticipated sources of matching must be identified. Budgeted funds, as well as newly raised funds, may be used for matching in all programs except Museum Purchase Plan. Applicants are urged to verify the terms for matching in the program descriptions which follow.

Example:

Applicant requests from NEA	$10,000
Applicant lists match of	10,000
Total project budget reflects at least	$20,000

2. Treasury Fund Method. When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other non-Federal sources of funding for the arts. Designed to encourage and stimulate continued private funding for the arts, the Treasury Fund allows non-Federal contributors to join the Endowment in the grant-making process.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining Federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

Treasury Fund grants are project grants applied for and approved in the same manner and for the same purposes as regular grants.

Under the Treasury Fund method, when a donation is received, it frees an equal amount from the Treasury Fund, and the doubled amount is then made available to the grantee to match. Thus for every $1.00 given by private sources under this program, another $1.00 is released from the Treasury. The grantee then matches this $2.00 with an additional $2.00, since almost all Endowment grants are for only half the total budget of an approved project. Please see the enclosed brochure for further information.

Special Instructions for Completing Applications

1. All requests must be submitted in triplicate according to instruction of the Endowment's official application form (Project Grant Application/NEA-3 Rev. or Individual Grant Application/NEA-2 Rev.). Please follow closely the instruction sheet attached to your application and supply all information requested. Use the check list at the end of the application form to be certain that you have supplied all the information necessary for prompt processing and consideration of your applications. Failure to do so will result in unavoidable delays that may adversely affect consideration of your proposal.

2. Each request must be on a separate form. Multiple requests on one form will be returned.

3. Applications must be submitted by the institution or association named in the IRS letter of determination of tax-exemption.

4. Period of Support Requested/Grant Period (Sec. III):

   Period of Support Requested is the span of time necessary to plan, execute and close out the proposed project. Generally, the Endowment limits its financial participation in any project to no more then 12 months. However, exhibition, catalogue, museum training, conservation and/or renovation projects that exceed 12 months will be considered. Applicants are urged to verify the terms for the grant period in the program descriptions that follow.

5. Project Description (Sec. IV):

   The Project Description should be brief but specific. Spell out concrete details. All essential elements of the proposal must be included in a concise project summary in the space provided on the application. If applicants wish to supply additional information, they should submit no more than five pages (8½" x 11") with the application. Please also complete the Supplementary Information Sheets (if appropriate) which request special information to assist the Endowment in its assessment of the project.

6. Budget (Secs. VI and IX):

Budget estimates should cover the total project costs. Provide a breakdown on salaries, travel, and all other categories in the budget, including entries under Other. Travel items on the budget should be substantiated with a statement of the official policy of the institution and the specific nature of the travel. Indirect Costs (Secs. VI B. and IX B.) are those costs (general and administrative) which must be apportioned to each project of the applicant organization. The Endowment does not advocate a single method of apportionment. The Endowment's sole criterion is that the proposed project carry no more or less than its fair share of those indirect costs not set out as direct costs in some other section of the application. If you use indirect costs in projecting your budget, do not assume that automatic recognition will be given to the figure indicated. The amount of indirect costs must be backed up with an explanation of the method used to compute it and, where possible, reference amounts that can be supported by the prior year's financial statements which should accompany the application.

7. Total Amount Requested From NEA (Sec. VII):

Maximum amounts listed in the program description are approximate. Applications should show actual expenses and an appropriate request (no more than 50% of total costs). Please be sure to complete this section. Applications will be returned if this section is not completed.

495-812 O - 73 - 2

8. Contributions, Grants and Revenues (Sec. X):

All applicants must complete this section of the application. The matching funds plus the amount requested from the National Endowment for the Arts must equal the total project costs. The Endowment does not require that the applicant have in hand at the time of application those matching funds listed under Contributions, Grants and Revenues. However, the applicant is asked to list the possible sources and amounts of such anticipated funds.

9. Certification (Sec. XII):

The application must be signed by an official of the applicant organization with authority to legally obligate applicant. In addition, please be sure to type name, title and telephone number of the authorizing official(s), project director and payee.

10. Applications must be postmarked no later than the deadline date for the program under which you are applying. Applications (and Supplementary Information Sheets, if appropriate) should be returned to the Grants Office, National Endowment for the Arts, Washington, D.C. 20506. Additional information and application forms may be obtained from the Museum Program at the above address. Telephone: (202) 382-5927.

Application Review Procedure

The Endowment's Museum Program staff reviews applications and refers them to the Museum Advisory Panel and then to the National Council on the Arts. Upon recommendation of these bodies and action by the Chairman of the National Endowment for the Arts, the applicant will be

notified in writing by the Endowment. Details of the grant award procedure will be explained in the letter of notification.

AID TO SPECIAL EXHIBITIONS
JULY 2, 1973 DEADLINE

The National Endowment for the Arts will provide grants for special museum exhibitions. Grants will be awarded on a matching basis to museums for temporary exhibitions of aesthetic and cultural emphasis. Expenses for planning and organizing the exhibition, for a catalogue of the exhibition and for the services of an outside specialist may be included in the total budget. Projected exhibitions related to the Bicentennial celebrations are encouraged.

NOTE: If a grant is awarded for an exhibition that includes catalogues, the grantee will be required to deposit gratis 150 copies of the catalogue with the USIA for distribution to their libraries abroad. Applicants are urged to make appropriate adjustment for the 150 copies in the budget.

Deadline:

Applications and Supplementary Information Sheets must be postmarked no later then July 2, 1973.

Grant Period and Notification:

Exhibitions for which applications are made should be scheduled to open no earlier than January, 1974 and no later than June, 1976. The grant period may exceed 12 months. Notices of approval or rejection will not be sent before January, 1974.

Method of Funding:

Many grants will be made through the

Treasury Fund Method. Applicants are encouraged to state their ability to use this, whenever possible, in the application. See pages 4 - 5 and the enclosed brochure.

Review Information:

1. The significance of the exhibition.

2. The ability of the museum and its staff to organize the exhibition successfully.

3. The degree and nature of potential local, regional, and national impact of the exhibition.

4. A realistic appraisal of anticipated costs and income related to the exhibition.

General Range of Grants:

Up to $50,000.

PLEASE BE SURE TO COMPLETE AND RETURN WITH YOUR APPLICATION THE AID TO SPECIAL EXHIBITIONS SUPPLEMENTARY INFORMATION SHEETS. SEE PAGES 29 - 32.

UTILIZATION OF MUSEUM COLLECTIONS
JULY 2, 1973 DEADLINE

This program provides matching grants to assist museums in using their collections in imaginative ways for the benefit of the whole community they serve. The program provides funds for innovative installation of permanent collections in museum galleries or for the establishment of study-storage centers. Permanent collection may be construed to mean collections formerly in storage that are now to be put on view, recently received or acquired collections, objects presently on view that are now to be brought together or to be more effectively presented. Installation may be construed to include the materials and appurtenances requisite to effective presentation of the collection. Installation may not include major structural modifications of the building. Priority will be given to Bicentennial Projects.

Projects in cataloguing, formerly listed under this program, are now to be found in a separate program on page 14.

Deadline:

Applications and Supplementary Information Sheets must be postmarked no later than July 2, 1973.

Grant Period and Notification:

The project should not be scheduled to begin earlier than January, 1974. Notices of approval or rejection will not be sent before January, 1974.

UTILIZATION OF MUSEUM COLLECTIONS

Review Information:

1. The qualitative level of the project and the ability of the museum staff or specialist to undertake such a project successfully.

2. The breadth and depth of the project's potential impact upon the public.

3. The imaginativeness of the project and its creative use of museum resources.

4. The evident need for the project in relation to the museum's total program.

General Range of Grants:

Up to $40,000.

PLEASE BE SURE TO COMPLETE AND RETURN WITH YOUR APPLICATION THE UTILIZATION OF MUSEUM COLLECTIONS SUPPLEMENTARY INFORMATION SHEETS. SEE PAGES 33 - 35.

CATALOGUE
JULY 2, 1973 DEADLINE

This program, formerly a part of the Utilization of Museum Collections Program, is designed to assist in the cataloguing of underworked collections and in the publications of catalogues or handbooks on permanent collections of aesthetic and cultural interest by matching grants. Grants are available in the following areas:

A. Cataloguing:

1. the physical cataloguing of uncatalogued or inadequately catalogued permanent collections.

2. duplication of traditional catalogue information and conversion to machine readable form.

B. Publication:

1. the research and preparation of catalogue copy for publication. Services of an outside consultant may be included in the budget, if applicable.

2. publication of scholarly catalogues or handbooks of the whole or part of the permanent collection.

Where appropriate, applicants may wish to combine research and publication in the same application.

NOTE: If a grant is awarded for a catalogue publication project, the grantee will be required to deposit gratis 150 copies of the catalogue with the USIA for distribution to their libraries abroad. Applicants are urged to make appropriate adjustment for the 150 copies in the budget.

CATALOGUE

Deadline:

Applications must be postmarked no later than July 2, 1973.

Grant Period and Notification:

The project should not be scheduled to begin earlier than January, 1974. The grant period may exceed 12 months. Notices of approval or rejection will not be sent before January, 1974.

Additional Information Requested:

Please provide the following information with your application:

1. The evident need for the project in relation to the museum's total program.

2. A checklist or representative sample of the collection to be cataloged.

3. The qualifications of the cataloguer.

General Range of Grants:

Up to $20,000.

495-812 O - 73 - 3

VISITING SPECIALISTS
AUGUST 31, 1973 DEADLINE

This program provides matching grants to American museums for temporary consultation services. As the title of the program implies, the Visiting Specialist should be 1) a person of considerable expertise, 2) a person not in the employ of the applicant institution and 3) a person who is not to be considered as temporary staff but rather a person who can make a significant contribution by a visit of moderate duration to the applicant institution.

Some possible projects are:

A. Preparatory research for projected exhibitions.

B. Development of improved methods of museum operations, such as administration, registration, exhibition techniques, handling and storage.

C. Establishment of suitable museum library systems.

D. Planning for membership drives and other fund-raising activities.

E. Guidance for better programs of education and public service.

Applications for other types of museum consultation services will also be considered. Note: Applications for cataloguing all or a part of the permanent collection or for preparing catalogue copy for eventual publication will be considered under the Catalogue Program, see page 14. Applications for surveys of conservation needs of museum collections will be considered under the Conservation Program, see page 21. Applications for

engineering surveys will be considered under the Renovation (Climate Control, Security, Storage) Program, see page 23.

Deadline:

Applications and Supplementary Information Sheets must be postmarked no later than August 31, 1973.

Grant Period and Notification:

The proposed project should not be scheduled to begin earlier than January, 1974. Notices of approval or rejection will not be sent before January, 1974.

General Range of Grants:

Up to $10,000.

PLEASE BE SURE TO COMPLETE AND RETURN WITH YOUR APPLICATION THE VISITING SPECIALISTS SUPPLEMENTARY INFORMATION SHEETS. SEE PAGES 35 - 36.

FELLOWSHIPS FOR MUSEUM PROFESSIONALS
AUGUST 31, 1973 DEADLINE

Fellowships for Museum Professionals are to be awarded to professional members of museum staffs so that they may take leaves of absence for periods ranging from one to six months in order to study, do research, travel, write, engage in community projects or in other ways improve their professional qualifications. Proposals must clearly demonstrate in what way the leave of absence will improve the applicant's professional qualifications. Proposals of direct benefit to the employing institution should be made by the institution under the appropriate program and not by the individual. Priority will be given to assist staff members from minorities. Applications will be accepted for specific projects and grants will be made to individuals on a non-matching basis with amounts varying according to the salaries of the applicants, travel requirements and the materials necessary for completion of projects.

Applicants should use Individual Grant Application/NEA-2 (Rev.). Each application should contain a statement of the proposed project, an itemized budget including a salary item and all expenses connected with the project, a specified period of time for the proposed leave of absence, the Career Summary Section completed and a statement from the director of the museum to the effect that the museum is willing to grant the applicant a leave of absence for the specified time.

Deadline:

Applications must be postmarked no later than August 31, 1973.

Grant Period and Notification:

Projects should not be scheduled to begin earlier than January, 1974. Notices of

approval or rejection will not be sent before January, 1974.

Eligibility:

Professional museum staff members of exceptional talent in areas such as administration, curatorial work, conservation, education.

Taxability of Fellowships:

The Internal Revenue Code and regulations provide that certain fellowships to individuals who are not candidates for degrees are deductible, but only up to a certain amount and for a limited period of time.

A pamphlet entitled "Tax Information for American Scholars in the U.S. and Abroad" will be supplied upon request. This pamphlet can also be obtained from your local Internal Revenue Office. This might be helpful in preparing an application for a proposed fellowship.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue Service Office.

MUSEUM TRAINING
AUGUST 31, 1973 DEADLINE

This program provides grants to institutions in order to promote the preparation of well-trained museum professionals. Grants in support of museum training are awarded to museums and universities on at least a dollar-for-dollar matching basis. High priority will be given to proposals which specifically include training for people from minority groups. Generally, the following types of projects will be considered for assistance:

A. University graduate level programs in museum training conducted in conjunction with museums.

B. Training programs in museum administration or museum education conducted by universities, museums or both.

C. Certain undergraduate programs directed toward minorities or unique disciplines. Submission of a draft proposal in letter-form with preliminary budget estimates by June 1, 1973 is strongly recommended for programs of this type.

Deadline:

Applications must be postmarked no later than August 31, 1973.

Grant Period and Notification:

Programs should not be scheduled to begin earlier than January, 1974. The grant period may exceed 12 months. Notices of approval or rejection will not be sent before January, 1974.

General Range of Grants:

Up to $60,000.

CONSERVATION
OCTOBER 1, 1973 DEADLINE

This program provides matching grants to American museums in support of conservation activities. Assistance is available within the following areas:

		General Range of Grants Up to
A.	Training in Conservation	
	1. Support for existing training centers	$50,000
	2. Assistance in establishing new training centers	$50,000
	3. Support for short-term training workshops for museum staff	$10,000
B.	Regional Conservation Centers	
	1. Assistance for existing regional centers to increase capacity (equipment, staff, space)	$30,000
	2. Assistance for new regional centers	$80,000
C.	Assistance to Museums for Conservation Work on Collections	
	1. Technical consultation for planning programs for museum conservation work	$10,000
	2. Implementation of conservation treatment	$10,000

CONSERVATION

Deadline:

Applications and Supplementary Information Sheets must be postmarked no later than October 1, 1973.

Grant Period and Notification:

Projects should not be scheduled to begin earlier than April, 1974. The grant period may exceed 12 months. Notices of approval or rejection will not be sent before April, 1974.

Method of Funding:

Many grants will be made through the Treasury Fund Method. Applicants are encouraged to state their ability to use this, whenever possible, in the application. Please see pages 4 - 5 and the enclosed brochure.

PLEASE BE SURE TO COMPLETE AND RETURN WITH YOUR APPLICATION THE APPLICABLE CONSERVATION (REGIONAL CONSERVATION CENTERS OR CONSERVATION OF COLLECTIONS) SUPPLEMENTARY INFORMATION SHEETS. SEE PAGES 37 - 40.

This program is designed to assist American museums in preserving collections of aesthetic and cultural significance. The program seeks to encourage renovation of facilities for climate control, security and storage in existing structures. Funds will not be available for new construction or for renovation of exhibition spaces except for climate control and/or security systems in these areas. Assistance is available within the following areas:

A. Survey

Priority will be given to requests for consultation services to assess renovation needs in the areas of climate control, security and storage and to suggest concrete measures to alleviate those needs. All grants for consultant's services will be awarded on at least a dollar-for-dollar matching basis.

B. Installation

In a few instances, where surveys have already been completed, including a projected plan of renovation and cost estimates, the Endowment will consider funding renovation projects during the current fiscal year. Please submit a copy of the survey.

NOTE: All such grants will be awarded on the basis of at least three dollars from non-Federal sources for every dollar of Endowment funds, i.e. the National Endowment for the Arts will be providing no more than 25% of the total project costs, and in most cases, much less. Many grants will be made through

the Treasury Fund Method. Applicants are encouraged to state their ability to use this, whenever possible, in the application. Please see pages 4 - 5 and the enclosed brochure.

Deadline:

Applications for this program must be postmarked no later than October 1, 1973.

Grant Period and Notification:

Projects should not be scheduled to begin earlier than April, 1974. The grant period (installation projects only) may exceed 12 months. Notices of approval or rejection will not be sent earlier than April, 1974.

WIDER AVAILABILITY OF MUSEUMS
OCTOBER 1, 1973 DEADLINE

This program is directed toward encouraging full community participation in the activities of museums. Although the program is broadly conceived, and includes the means of taking the museum to its audience or of bringing the audience to the museum or programs to heighten awareness in the audience, each proposal whether from a single museum or a cooperating group of museums must clearly indicate in what way or by what means the museum is to be made more widely available to its public. Proposals containing provisions for long-range continuity and effective evaluation will be given special consideration. The program does not support the creation of a new museum, operating expenses, acquisition or construction.

Deadline:

Applications for this program must be postmarked no later than October 1, 1973.

Grant Period and Notification:

Projects should not be scheduled to begin earlier than April, 1974. Notices of approval or rejection will not be sent before April, 1974.

Additional Information Requested:

Please provide the following information with your application:

1. Describe how this project relates to the philosophy and past performance of the museum.

2. Please indicate staff who will implement program and their qualifications.

3. If the applicant has previously received a NEA grant for this project, be sure to include a copy of the Final Report with the new application.

General Range of Grants:

Up to $60,000.

MUSEUM PURCHASE PLAN
FEBRUARY 4, 1974 DEADLINE

This program provides matching grants of $10,000 or $5,000 to museums for the purchase of works by living American artists. The objectives of the program are to encourage museums to add to their collections of contemporary American art, to create and expand public response to works by living artists through display of their works, and to provide direct financial assistance for artists.

The enabling legislation of the National Endowment for the Arts states "The term 'the arts' includes, but is not limited to ...painting, sculpture, photography, graphic and craft arts, industrial design, costume and fashion design...."

The terms of the grant will be as follows:

1. The grant and matching funds must be used for the direct costs of purchasing two or more works by living American artists. Insurance, crating, shipping, installation, salaries and travel costs are not to be included.

2. Museums may apply for a $10,000 grant or a $5,000 grant. The funds must be matched on a dollar-for-dollar basis from new money raised during the grant period specifically for this purpose. Matching funds must not come from already budgeted funds and must be from non-Federal sources.

3. The grant period will be from September 1, 1974 through August 31, 1975.

Deadline:

Applications and Supplementary Information Sheets must be postmarked no later than February 4, 1974.

MUSEUM PURCHASE PLAN

Eligibility:

Previous Museum Purchase Plan recipients are eligible provided a final report on the first grant has been submitted to the National Endowment for the Arts, Museum Program.

Notification:

Notices of approval or rejection will not be sent before July, 1974.

PLEASE BE SURE TO COMPLETE AND RETURN WITH YOUR APPLICATION THE MUSEUM PURCHASE PLAN SUPPLEMENTARY INFORMATION SHEETS. SEE PAGES 41 - 42.

AID TO SPECIAL EXHIBITIONS SUPPLEMENTARY INFORMATION SHEETS

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Panel in making its decisions. If applicants wish to supply additional information they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant:

1. Title of Exhibition:

   Dates of Exhibition:

2. What is the purpose and significance of the exhibition? (i.e., What makes it important that this particular exhibition be done?)

3. How does this exhibition fit into your exhibition policies and direction?

AID TO SPECIAL EXHIBITIONS SUPPLEMENTARY INFORMATION SHEETS - 2

Name of Applicant:

4. What individual will undertake the organization of the exhibition and/or catalogue? Please briefly describe his/her qualifications.

5. How many works, approximately, will be in the exhibition? If possible, list works that will be available.

AID TO SPECIAL EXHIBITIONS SUPPLEMENTARY INFORMATION SHEETS - 3

Name of Applicant:

6. Will the exhibition travel, and where? (Possibility of shared costs?)

7. What security measures will be undertaken to protect works in the exhibition?

   a. Qualification of personnel supervising and handling packing and installing.

   b. Protective security - method of surveillance in both open and closed periods through duration of show:

   c. Fire protection system:

   d. Atmosphere control system:

AID TO SPECIAL EXHIBITIONS SUPPLEMENTARY INFORMATION SHEETS - 4

Name of Applicant:

8. Please describe any special methods that will be employed to enhance public response to the exhibition.

9. Is there any feature of this project which will contribute to the preparation of present or future museum professionals from minority groups? If so, please describe.

10. Please list anticipated revenues from this exhibition.

a. Admission charges to exhibition _____

b. Sale of catalogues _____

c. Other _____

TOTAL _____

UTILIZATION OF MUSEUM COLLECTIONS
SUPPLEMENTARY INFORMATION SHEETS

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Panel in making its decisions. If applicants wish to supply additional information, they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant:

1. Please identify the collection to be installed. Has it ever been exhibited?

2. What individual or group will be responsible for the realization of the project? Please describe briefly his/their qualifications.

UTILIZATION OF MUSEUM COLLECTIONS
SUPPLEMENTARY INFORMATION SHEETS - 2

Name of Applicant:

3. How is the project related to your museum's philosophical direction and its existing programs and resources? Please indicate any particular circumstances which give this project high priority in the museum's activities.

4. Has the museum previously undertaken similar projects? If so, please describe them briefly.

5. Please describe any unusual or special methods that will be used to involve a wide cross-section of the public.

VISITING SPECIALISTS SUPPLEMENTARY INFORMATION SHEETS

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Panel in making its decisions. If applicants wish to supply additional information, they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant:

1. Describe the area and the urgency of the need for a Visiting Specialist.

2. How is the area of need related to the other activities of the museum?

VISITING SPECIALISTS SUPPLEMENTARY INFORMATION SHEETS - 2

Name of Applicant:

3. If the proposed specialist has been identified, please indicate his/her qualifications or attach a resume (three copies).

4. If the specialist has not been identified, please indicate the kind of person needed to accomplish this project. If you are considering a number of people for this project, please submit their names and a brief description of their qualifications.

REGIONAL CONSERVATION CENTERS SUPPLEMENTARY INFORMATION SHEET

Please be sure to include the following information with your application:

1. Describe the nature of your regional center - cooperative association, confederation, etc.

2. List the organization you propose to serve. Have you received their agreement? If so, please attach copies.

3. List your staff and briefly describe their qualifications.

4. Describe your facilities and equipment.

5. How soon do you expect to be self-supporting?

CONSERVATION OF COLLECTIONS SUPPLEMENTARY INFORMATION SHEETS

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Panel in making its decisions. If applicants wish to supply additional information they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant:

1. Describe your conservation needs.

2. Where will the work be done and who is your conservator (consultant for planning)? Please describe his/her qualifications.

CONSERVATION OF COLLECTIONS SUPPLEMENTARY INFORMATION SHEETS - 2

Name of Applicant:

3. Identify the work(s) to be treated and describe the nature of the treatment. If possible, please submit a condition report.

MUSEUM PURCHASE PLAN SUPPLEMENTARY INFORMATION SHEETS

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Panel in making its decisions. If applicants wish to supply additional information, they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant:

1. What recent exhibitions of contemporary American art have been held at your museum? What recent exhibitions of contemporary American art have you organized at your museum? Please send catalogues of the latter (one of each exhibition) if possible.

2. Please list a number of the more important works by contemporary American artists purchased by your museum within the last three years.

MUSEUM PURCHASE PLAN SUPPLEMENTARY INFORMATION SHEETS - 2

Name of Applicant:

3. Who would be responsible for selecting works purchased under this plan? Please briefly describe his/her qualifications.

4. Please describe the types of works or specific works that might be acquired with the purchase funds.

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Additional information and application forms may be obtained from the Museum Program, National Endowment for the Arts, Washington, D.C. 20506
Telephone: (202) 382-5927